4630/4630SW IP Telephone Quick Reference

Application Tabs: Touch the appropriate tab at the bottom of any screen to display your **Speed Dial** buttons, **Call Log**, **Phone Directory**, **Voice Mail** or a **Web** (Internet/Intranet) **Access** screen.

Top Line Buttons:

- Prohibits access to the web, your phone server and personal *Speed Dial, Call Log and Directory* information in your absence.
- Use to set up & update the screen's appearance and options like *brightness, call logging, data backup, etc.* (See **Options:** below.)

When working on application screens *(Phone, Speed Dial*, *Call Log*, *Web)*, the Softkey buttons at the bottom of the display screen indicate actions you can take. Examples are:

Save	Saves any changes made to screen data.
Edit/Delete	Displays a screen to change or remove a speed dial button label or group.
Clear	Removes a name or number from the *Keyboard Entry* screen.

Available ***(enabled)*** softkeys appear highlighted and three-dimensional; this means the softkey can be used in working with the data the screen currently displays. Unavailable ***(disabled)*** softkeys appear grayed out. Disabled softkeys are not highlighted, nor are they three-dimensional. If you attempt to select a disabled softkey, you might hear a warning error beep. Disabled characteristics may also apply to any optional Application tabs at the bottom of the display screen.

Phone Buttons: These buttons appear on the base of your phone:
Headset - Changes audio control from the handset or speaker to the headset and vice-versa.
Mute - Stops the other party on a call from hearing you.
Speaker - Activates/deactivates the speakerphone for hands-free dialing/talking.
Volume Up/Down - Adjusts the speaker, ringer, headset or handset volume.

Managing Calls using Line/Feature Buttons

With the Phone screen displayed, select the Line/Feature button above a desired call-related activity such as **Redial**, **Transfer**, **Conference**, **Drop** or **Hold**. When there are more call management features than can fit on one screen, select the **More** button to display additional Line/Feature buttons.

Speed Dial:

Calling: Touch the **Group** with which the person you want to call is associated, then touch the **Speed Dial** button for that person.

Adding an Entry: Select a **Group,** select an unassigned button, type the name & number, then select **Save**.

Changing an Entry: Touch **Edit/Delete,** select the associated group and button, then make your change and touch **Save**.

Deleting an Entry: Touch **Edit/Delete**, select the associated group and button, then touch **Clear** twice (once each for the number & name). Touch **Save**.

Voice Mail:

Accessing: Select the **Voice Mail** application tab. Verify the *Server, Mailbox and Playback #* are correct. Select the **Password** field, enter your voice mail password and touch **Done** to display the Inbox.

See *Chapter 6 in the User Guide* for more information.

Call Log:

Viewing: Select the **Call Log** application tab. Use the **Arrow** buttons on the right to move through the log.

Calling: Touch an entry, then touch **Call**.

Adding an Entry to a Speed Dial Button: Select the desired entry and touch the **AddtoSD** button. Edit the *Name and*/or *Number* if needed and touch **Save**. Then select a Group.

Removing a Call Log Entry: Select the entry, then **Delete**.

Directory:

Searching: Select the **Directory** application tab. Type a full or partial name and select **Search**. (To correct an entry, press **Clear** or **Backspace** and re-type.) Use the **Arrow** buttons on the right to scroll through the search results list. To perform another search, select **Back**.

Calling: Touch an entry, then touch **Call**.

Adding an Entry to a Speed Dial Button: Use the procedure shown under **Call Log**.

Web Access:

Accessing the Web: Select the **Web** application tab. Use the **Home**, **Back, Forward**, **Reload** and **Stop** buttons on the right of the screen as you would with any web page.

Calling: Dial a phone number designated as a link on a web page by selecting that link.

Options:

Accessing: Select at the top of any screen.
Touchscreen Options: Screen idle display/timeout duration, keyboard entry screen layout, button click feedback, screen calibration and screen cleaning.
Call Log Options: Call logging on/off, archive call log, verify archive status, verify IP server address and access FTP (File Transfer Protocol) setup screen.
Phone Application Options: Add edit dialing, personalize ring pattern, redial option setup, setting the *Phone* screen to display when you make or receive a call and call timer setting.
Directory Option: Set up a *User ID & Password* to protect directory access.
Speed Dial Options: Alphabetize buttons automatically and automatic backup of speed dial information.
Backup/Restore Options: Automatic backup of your options settings and *Speed Dial* buttons/groups, restore data following phone failure/replacement, verify whether a backup has occurred, Server User ID/PW setup and other FTP (File Transfer Protocol) setups.
Network Audio Quality: Troubleshoot poor audio quality problems with your System Administrator.
Stock Ticker: Set up and activate a *Stock Ticker* to run across the top of your screen.

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